



State of Arizona
Department of Education
Office of Diane M. Douglas
Superintendent of Public Instruction

Administrative Review Summary Report

Sponsor: Yuma Union High School District

CTD: 14-05-70

Site(s): Cibola High School, Vista Alternative School, Yuma High School

Contact: Jamie Walden, Director, Student Nutrition Services

Review Date: October 26, 2016

Review Period: September

Programs Reviewed:



National School Lunch



School Breakfast



Afterschool Snack



Fresh Fruit & Vegetable



Special Milk

Review Observations & Findings	Technical Assistance Provided	Required Corrective Action
Performance Standard 1: Certification & Benefit Issuance- Critical Area		
Meal eligibility is not being extended to all members of a household when one person in that household is receiving SNAP, TANF, or FDPIR benefits.	Referred to Extension of Categorical Eligibility section in USDA's Eligibility Manual for School Meals.	<i>Please provide a written description of how household members are identified and eligibility benefits will be extended.</i>
One application was certified incorrectly. This has contributed to the fiscal action calculations of \$91.00 for NSLP and \$148.72 for SBP for a total of \$239.72. Since this is a Base Year Review the adjustments will be made to August, September and October claims.	Discussed errors found and required corrective action. Referred to Indicating Income and Income Sources, section in USDA's Eligibility Manual for School Meals.	<i>Corrections have been made to certification errors. Please describe the process that will be implemented to reduce the amount of errors that occur while determining the eligibility status for each student.</i>
Observation - BID document did not include all students. Only students with current year applications were listed on the BID received by ADE for this review.	Discussed how the BID should show all students enrolled. During the 30 day rollover period those without a current year application will show that their certification date is the previous year.	<i>Not required.</i>

Observation - BID document showed Case # applications as SNAP Categorically Eligible.	Discussed the issues that would occur at the time of Verification if the electronic system did the counting.	<i>Not required.</i>
Observation - Migrant students who are also directly certified for SNAP are still marked "Migrant" in the "Student Categorical Elig" column – these students should be certified as "SNAP". There were 3 instances on the Sample BID.	Discussed the issues that would occur at the time of Verification if the electronic system did the counting. These students should be counted on the Verification Summary Report in Section 3 Item 3-2/B NOT Section 3 Item 3-3/B.	<i>Not required.</i>
Observation - 9 DC matches were not shown as "DC" on the BID from the sample; 6 of these were not shown as "SNAP" either.	Discussed the issues that would occur at the time of Verification if the electronic system did the counting.	<i>Not required.</i>
Observation - Multiple applications from the same household. This inflates your sample size for Verification and may cause incorrect categorization of some household members. Only the newest application should be kept in the file.	Discussed the issues that would occur at the time of Verification if the electronic system did the counting.	<i>Not required.</i>
Observation - Homeless is NOT shown as "DC" yes. The free benefit cannot be given without the student being on the Homeless Liaison List, this category should be handled the same as Migrant.	Discussed the issues that would occur at the time of Verification if the electronic system did the counting.	<i>Not required.</i>
Observation - 2 applications had duplicate names in the household list – best practice is to note on the application that the household was contacted and they really are 2 separate people.	Discussed the importance of determining the correct household size. Referred to the Eligibility Manual for School Meals for Questionable applications and Information.	<i>Not required.</i>
Observation - Found 1 applications marked Error Prone that wasn't.	Discussed that this is the reason the confirming official is different than the Determining official and the importance of the confirmation review at the time of Verification. When the confirming official sees this is not an Error Prone application a different application would be chosen for Verification.	<i>Not required.</i>

Observation - 1 application had both the last 4 digits of the SSN and "Check if no SSN" marked.	Discussed the importance of accurate applications. Referred to the Eligibility Manual for School Meals for Questionable applications and Information.	<i>Not required.</i>
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Observation - 1 application had a note on it that the household did not want free lunch.	Discussed that households do not have to participate or complete an application. An application of this sort should be filed with the Denied applications and the student categorized as Paid. This application should not be in the pool to select for Verification.	<i>Not required.</i>
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Observation - 1 application had child income marked with a note that it was a summer job. The summer job wages when annualized put the household over the free threshold.	Discussed that would be appropriate to contact the household to find out how long the summer job was expected to last and then use the expected income instead of annualizing. Referred to Indicating Income and Income Sources, section in USDA's Eligibility Manual for School Meals.	<i>Not required.</i>
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Performance Standard 1: Meal Counting & Claiming- Critical Area

No Findings	<i>Not required.</i>
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Meal Access & Reimbursement: Verification

The notice of adverse action was not adequate. The letter does not indicate the charge for meals at the new benefit level.	Discussed requirements for notifying households of adverse action, including timelines and dates to be included on the notice. Referred to ADE's Letter of Verification Results on ADE's website.	<i>Please provide written assurance that an adequate notice of adverse action will be provided to households that will have a decrease in benefits. Please also provide a copy of the form that will be used for this purpose.</i>
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Verification procedures were not followed correctly. Inadequate documentation was used to verify income.	Discussed proper verification procedures and referred to ADE's Verification Tracking Form on ADE's website at http://www.azed.gov/health-nutrition/files/2012/01/8.phase-3-tracking-form.pdf .	<i>Please provide written assurance that verification will be conducted according to the required procedures.</i>
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Comments/Recommendations:

Congratulations, Yuma Union High School District has successfully completed the Abbreviated Administrative Review for the Provision 2 Base Year for school year 16-17. Thank you Jamie for so promptly providing all that was needed for this process. Keep up the good work!

Fiscal Action Assessed?



Yes- SBP



No- SBP



Yes- NSLP



No- NSLP

Please submit corrective action response by December 15, 2016 to Denise Hasty at Arizona Department of Education, 1535 West Jefferson Street Bin #7, Phoenix, Arizona 85007 or via email to Denise.Hasty@azed.gov.

Denise L Hasty

11/9/2016

Reviewer Signature

Date

Mark [Signature]

Program Director Signature

11/17/16
Date

If you disagree with any finding that affects the claim for reimbursement, you may appeal the decision by following the Administrative Review Appeal Procedures found in your Child Nutrition Programs Guidance Manual.



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